

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

DD/A Registry

83-0029/2

FROM:

EXTENSION

NO.

C/EUR

DATE

24 January 1983

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

ADDA

DDA/CMO

DDA REGISTRY

FILE: 100-20

2.

DDA

Please convey to

my own thanks and appreciation for a job well done. Being familiar with COS conferences I am very much aware of the difficulty in providing support for them. Again, my thanks for the timely support rendered.

3.

4.

DDA/CMO

5.

6.

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11.

12.

13.

14.

15.

EO/DDA [] ba(2Feb83)

Distribution:

- 0 - DDA/CMO
- 1 - DDA Subj
- 1 - DDA Chrono w/o att
- 1 - ADDA Chrono
- 1 - EO Chrono w/o att

C O N F I D E N T I A L

DD/A Registry

83-0029/2

24 JAN 1983

MEMORANDUM FOR: Deputy Director for Administration

25X1 FROM:

[REDACTED]
Chief, European Division

25X1 SUBJECT:

Commendation [REDACTED]
EUR Division Chiefs of Station Conference
November 1982

25X1 1. [REDACTED] superior performance in making all arrangements for the European Division COS Conference in November 1982, in addition to receiving due mention in his next PAR, deserves explicit commendation.

25X1 2. It is literally the case that the success of the conference was the direct product of the arrangements [REDACTED] made. They ranged from rescheduling the conference in order to obtain better facilities, seeing to it that every administrative aspect of the conference was duly arranged from billeting accommodations and transportation through dinner menus, and preparing written invitations and thank you notes to the many speakers, a number of whom came from other agencies. It was no mean task, and the effectiveness of these arrangements kept the conference flowing smoothly both at Headquarters

25X1 [REDACTED] I know that relentless and untiring pursuit of a multitude of details must precede the smooth and apparently effortless unfolding of such a conference, and I greatly appreciate [REDACTED] efforts which achieved that result.

25X1 [REDACTED]

C O N F I D E N T I A L